

# **Chelsea District Library**

**Chelsea, MI**

## **Job Posting**

**Position Title:** Reference Librarian  
**Reports To:** Head of Adult Services  
**Hours:** 20 hours/week, including weekdays, evenings and weekends  
**Classification:** Part-time, hourly, non-exempt  
**Wage Range:** \$17.53- \$23.18

### **Purpose and Scope:**

Librarians provide reference, instructional, and reader's advisory services to Chelsea District Library patrons of all ages, as well as handle collection development responsibilities.

### **Specific Duties:**

1. Assist patrons on site, by telephone, or via the Internet finding the information they request, utilizing all formats of information, including print, video, digital and Internet based resources.
2. Prepare displays, bibliographies, and handouts to aid the public.
3. Participate in collection development as assigned.
4. Participate in continuing education opportunities.
5. Attend and participate in staff meetings.
6. May oversee library operations in absence of supervisory staff.
7. Other duties as assigned.

### **Qualifications Required:**

1. Masters degree in library or information science from an ALA-Accredited school.
2. Demonstrated proficiency with PC and Internet applications, and mobile devices.
3. Knowledge of collection development and reference resources.
4. Enthusiastic customer service skills and positive, proactive public service orientation.
5. Experience providing reference services in a public library setting.
6. Strong interpersonal communication skills and a demonstrated ability to work with colleagues, library users, and vendors in a professional and courteous manner.
7. Ability to handle confidential and sensitive information in an appropriate and secure manner.
8. Ability to organize work under minimal supervision.

### **Qualifications Preferred:**

1. Experience using SIRSI automation system.
2. Library experience at the professional level.

Located in historic downtown Chelsea, the Chelsea District Library was named the Best Small Library in America in 2008 by the Bill & Melinda Gates Foundation. The key to our success is our commitment to the community we serve. We do much more than provide books and materials – we are an integral part of the Chelsea community. Now our nationally recognized library has a part-time opportunity for an adult reference librarian.

As a Reference Librarian at the Chelsea District Library, you will find opportunities to share and learn in a team environment. In this position, you will follow our customer service standards to provide positive experience for all patrons, manage assigned collections, and assist with programming both inside the library and the Chelsea Community. We are focused on our relevance to our community and developing sustainable practices so our services will have a lasting impact.

We are looking for a dynamic, energetic, organized and engaging individual to add to our team. This person will bring innovative ideas and understand that the Library visit should offer more than information transactions- it is an opportunity to touch and connect with lives. The perfect candidate will support our team in initiating and expanding partnerships and collaborations that help us connect with our citizens and bridge differences in our community.

We look forward to hearing how you can further our organization's goals with your professional skills and customer service philosophy.

**Please send resume with cover letter to:**

Chelsea District Library  
221 S. Main St.  
Chelsea, MI 48118  
Attn: Terri Lancaster  
Phone: 734-475-8732 x 207  
Fax: 734-475-6190  
Email: [tlancaster@chelseadistrictlibrary.org](mailto:tlancaster@chelseadistrictlibrary.org)  
**Closing Date: Friday, February 12<sup>th</sup> 2016 by 5 PM**